

Common Access Card (CAC) USER GUIDE

Registration for Public Key Infrastructure (PKI) Certificates

**Last Update:
August, 2012**

CAC USER GUIDE

This user guide provides instructions for registering your Common Access Card (CAC) for use with DISA intranet applications. These instructions assume the user has registered their certificate through ActivClient (DISA certificate management application) and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Firefox).

If the information provided in this guide does not resolve all PKI-related issues, please contact [DISA Intranet Support](#) or (301) 225-8800, DSN 375-8800.

PLEASE NOTE: Internet Explorer (IE) is the recommended browser for certificate registration.

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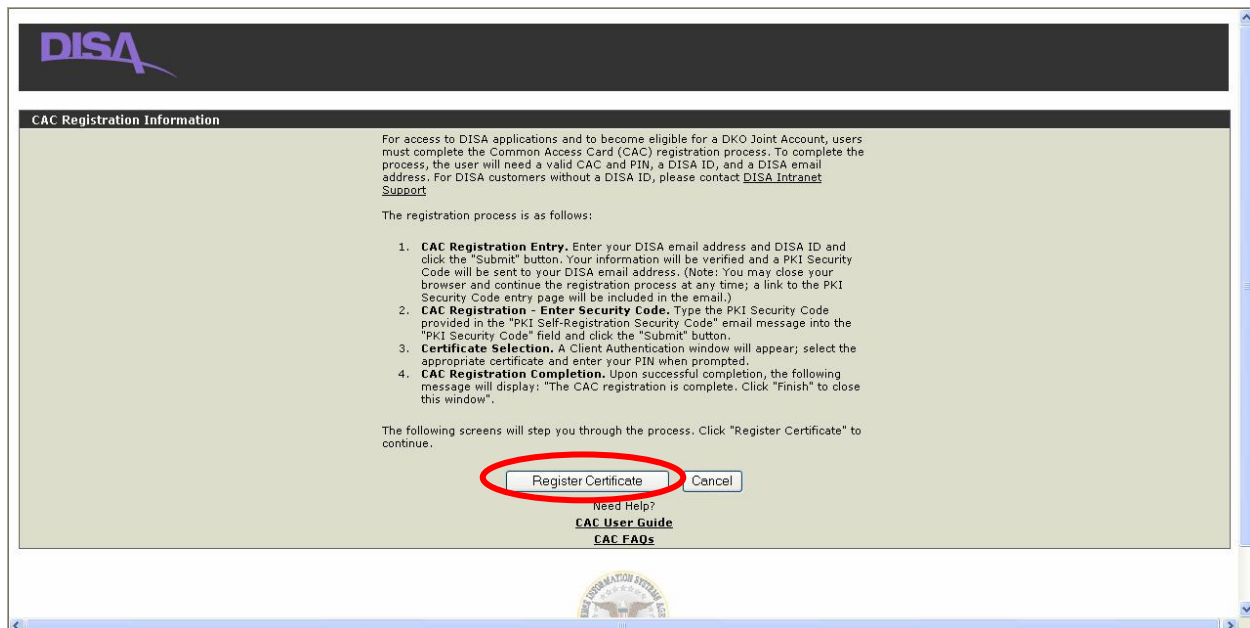
Registering Your CAC on DISA

1 Internet Explorer

These instructions assume the user has registered their certificate through the ActivClient and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Firefox); if this is not the case, please contact [DISA Intranet Support](#) or (301) 225-8800, DSN 375-8800.

1.1 CAC Registration

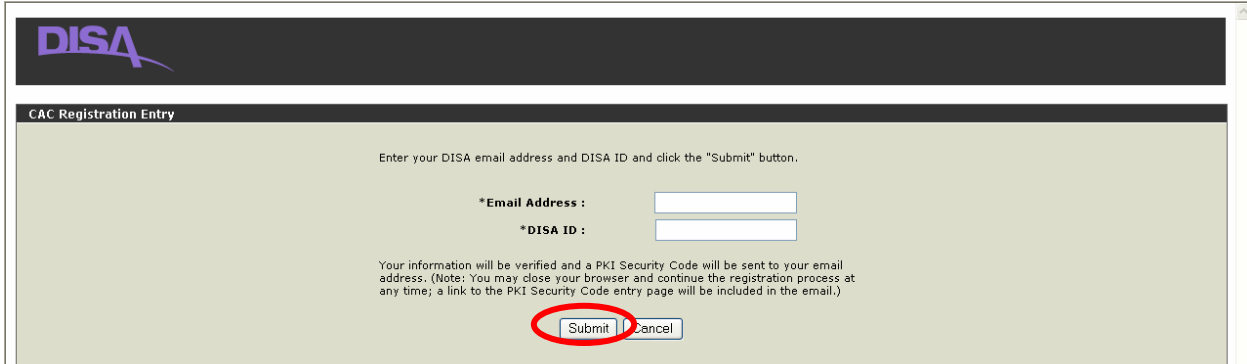
1. Insert the user's CAC in the reader.
2. Open Internet Explorer and access the CAC registration page (<https://reg.intranet.disa.mil/pkiregistration/>).
3. An overview of the registration process is provided. Click the "Register Certificate" button to begin registration.



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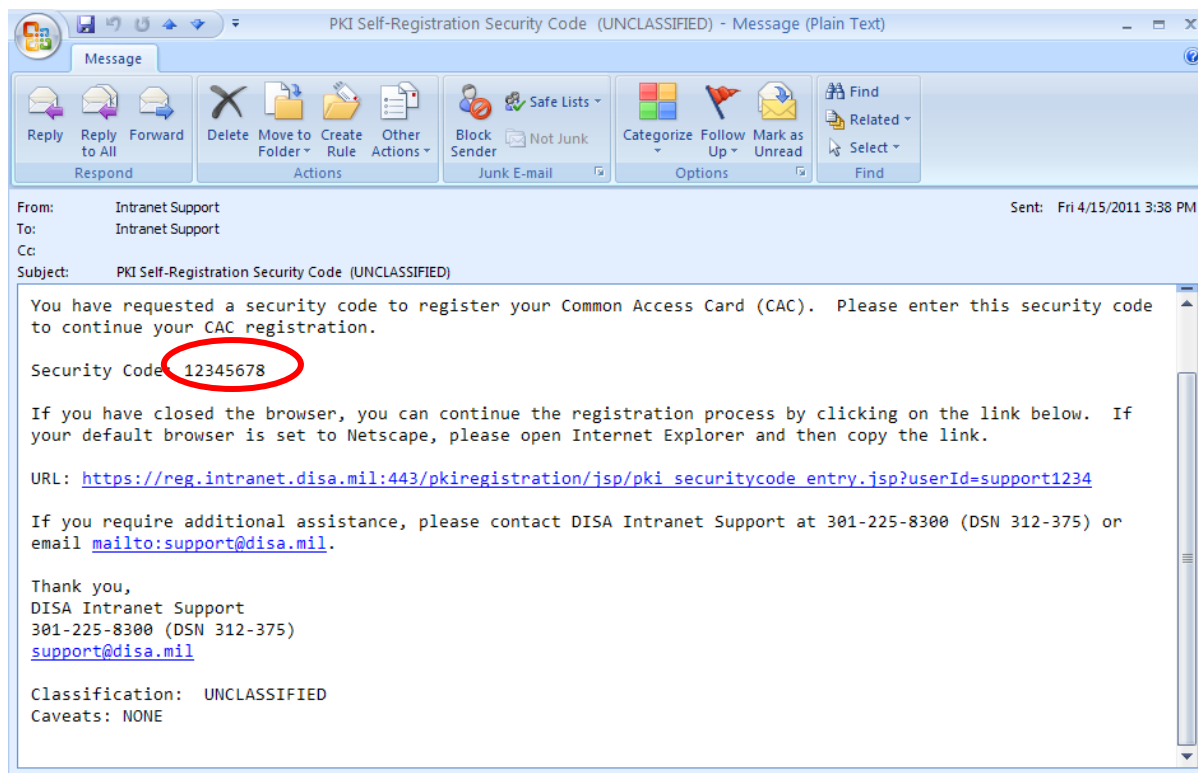
4. In the “CAC Registration Entry” window, enter the user’s DISA email address and DISA ID. Click on the “Submit” button.

Note: for DISA customers who do not know their DISA ID, please contact [DISA Intranet Support](#) or (301) 225-8800, DSN 375-8800.

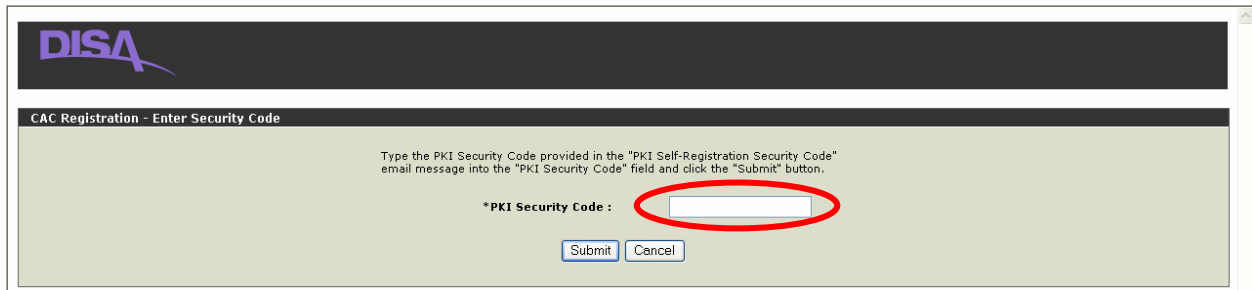


The screenshot shows the "CAC Registration Entry" web form. At the top is the DISA logo. Below it, a header bar reads "CAC Registration Entry". The main content area has a light beige background and contains the following text: "Enter your DISA email address and DISA ID and click the 'Submit' button." Below this text are two input fields: "*Email Address :" and "*DISA ID :". Below the input fields is a paragraph of text: "Your information will be verified and a PKI Security Code will be sent to your email address. (Note: You may close your browser and continue the registration process at any time; a link to the PKI Security Code entry page will be included in the email.)" At the bottom of the form are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red.

5. Once the user’s email address and DISA ID are verified, an email message will be sent to the user’s account with a PKI Security Code. *[Note: To complete the remainder of the registration at a later time; a link to the PKI Security Code entry page will be included in the message.]*
6. Note the PKI Security Code in the email message.

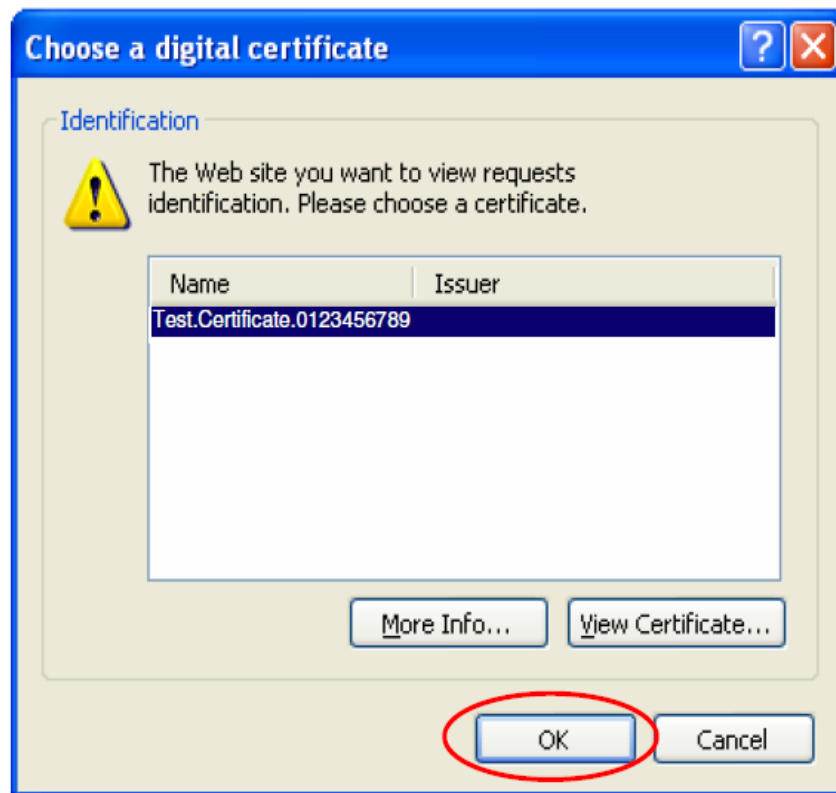


7. Enter the PKI Security Code from the email message into the “CAC Registration – Enter Security Code” window. Click the “Submit” button.

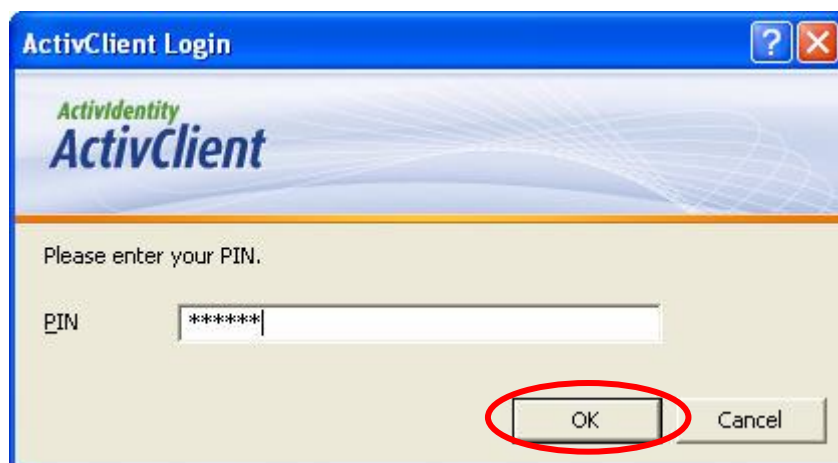


The screenshot shows a web browser window with the DISA logo in the top left. The title bar reads "CAC Registration - Enter Security Code". The main content area contains the following text: "Type the PKI Security Code provided in the 'PKI Self-Registration Security Code' email message into the 'PKI Security Code' field and click the 'Submit' button." Below this text is a label "*PKI Security Code :" followed by a text input field. The input field is highlighted with a red circle. Below the input field are two buttons: "Submit" and "Cancel".

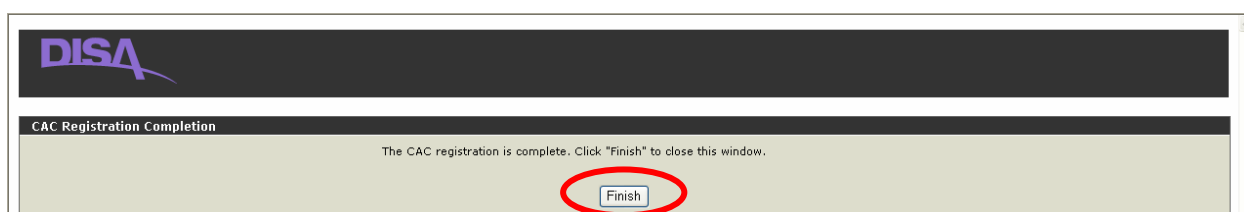
8. The Client Authentication window appears, displaying the user's certificate. Select the appropriate certificate and click "OK". *[Note: More than one certificate may be displayed; see Section 1.2.2 for instructions on viewing certificate details.]*



9. The ActiveClient Personal Identification Number (PIN) window appears. Enter the CAC pin and click "OK".



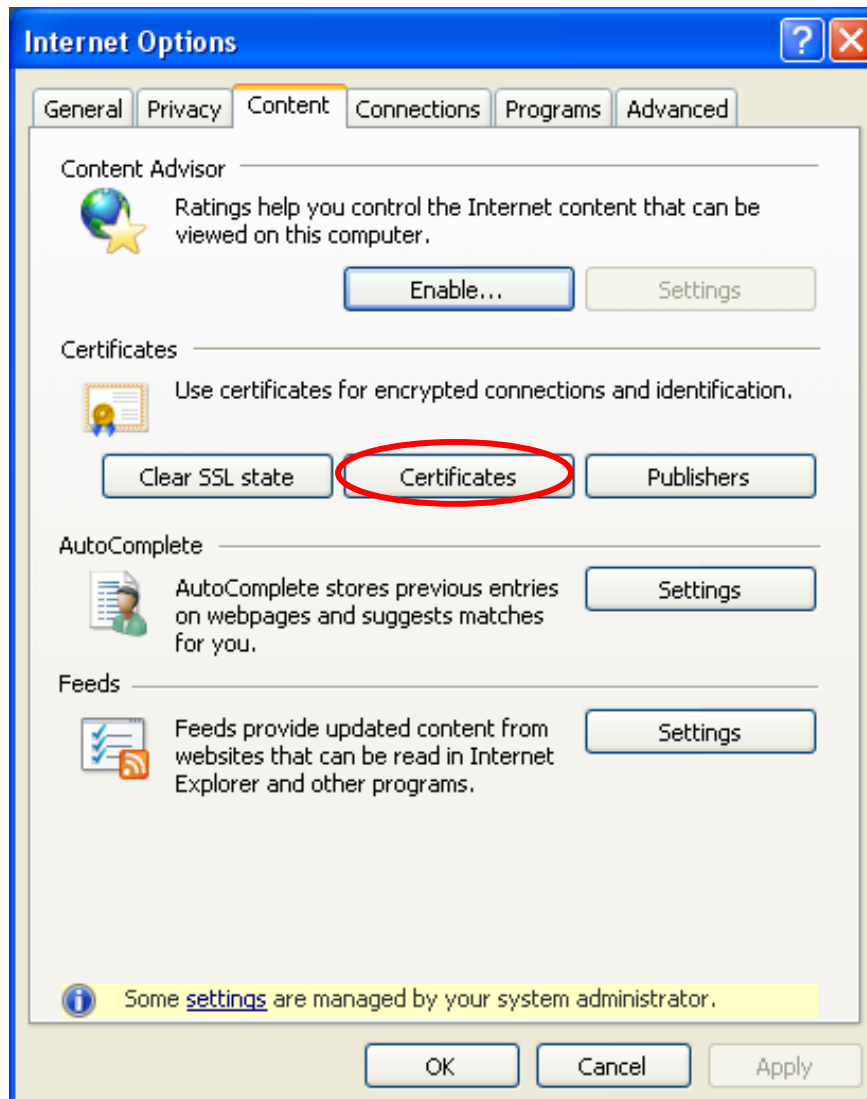
10. The “CAC Registration Completion” window will appear, confirming that the user’s certificate has been successfully registered. Click “Finish” to close the browser window.



1.2 Importing Software Certificates in Internet Explorer

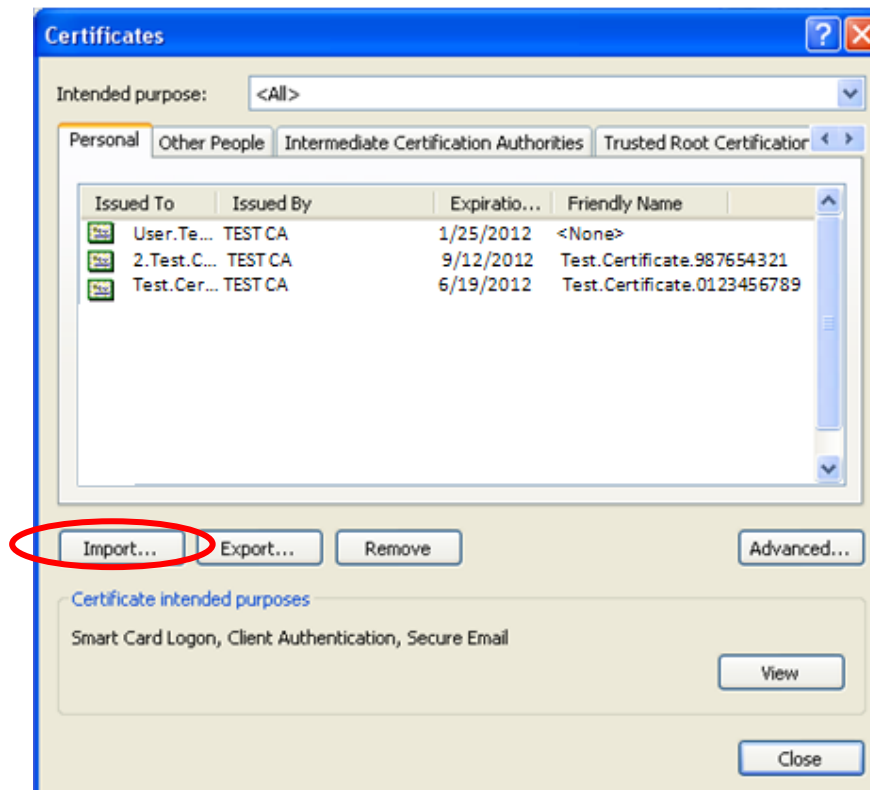
1.2.1 Importing Software Certificates

1. Open Internet Explorer.
2. From the top menu, navigate to Tools/Internet Options/Content; the following window will display.

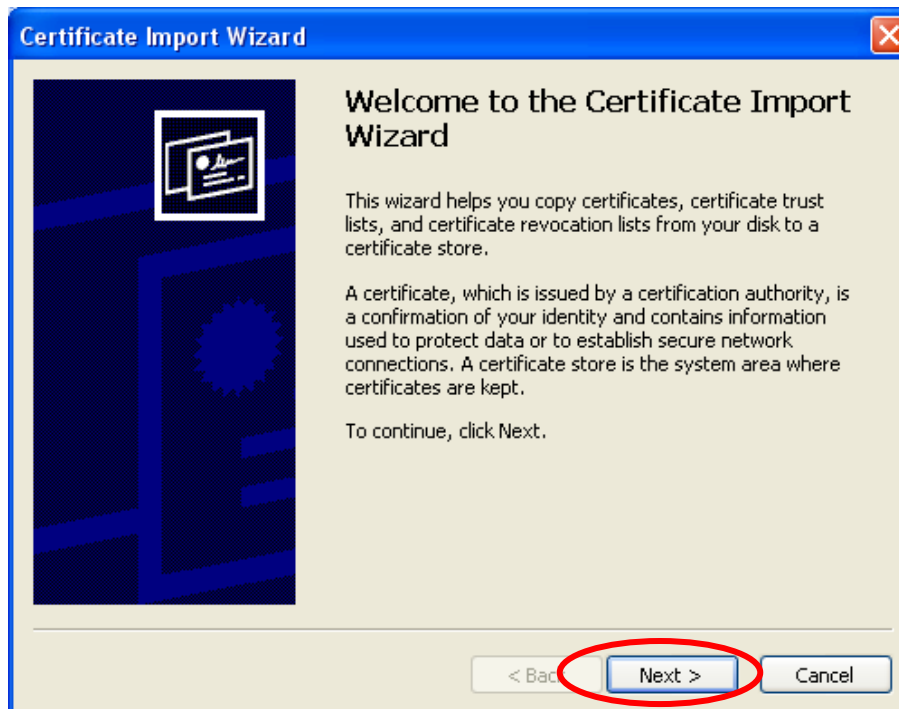


3. Click on "Certificates".

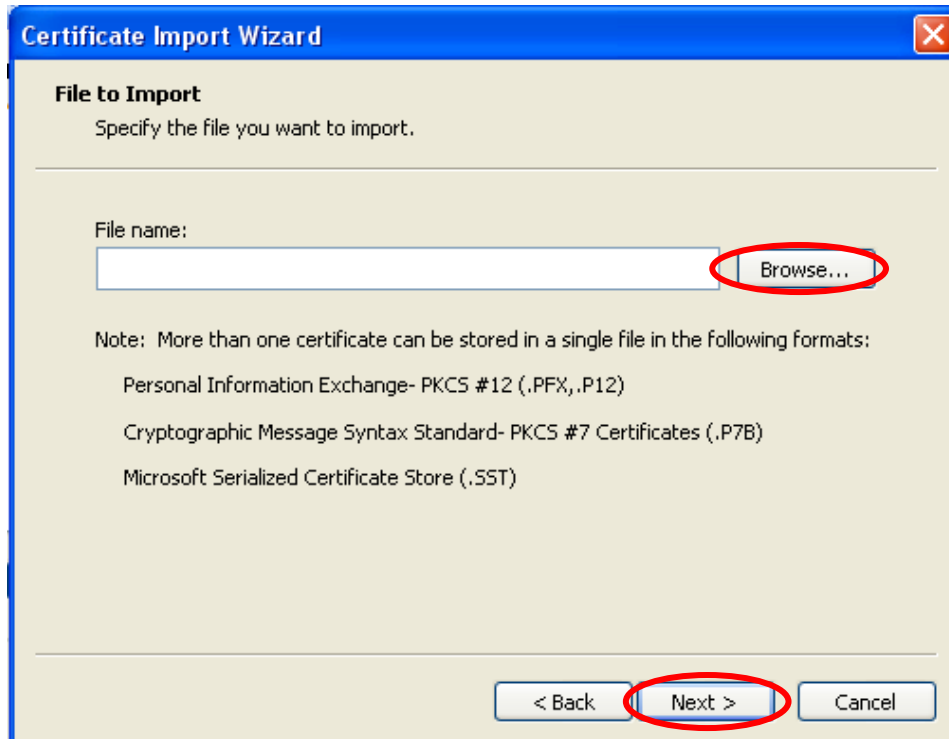
4. The “Certificates” window will appear; click “Import”.



5. The Import Wizard will appear, click “Next”.

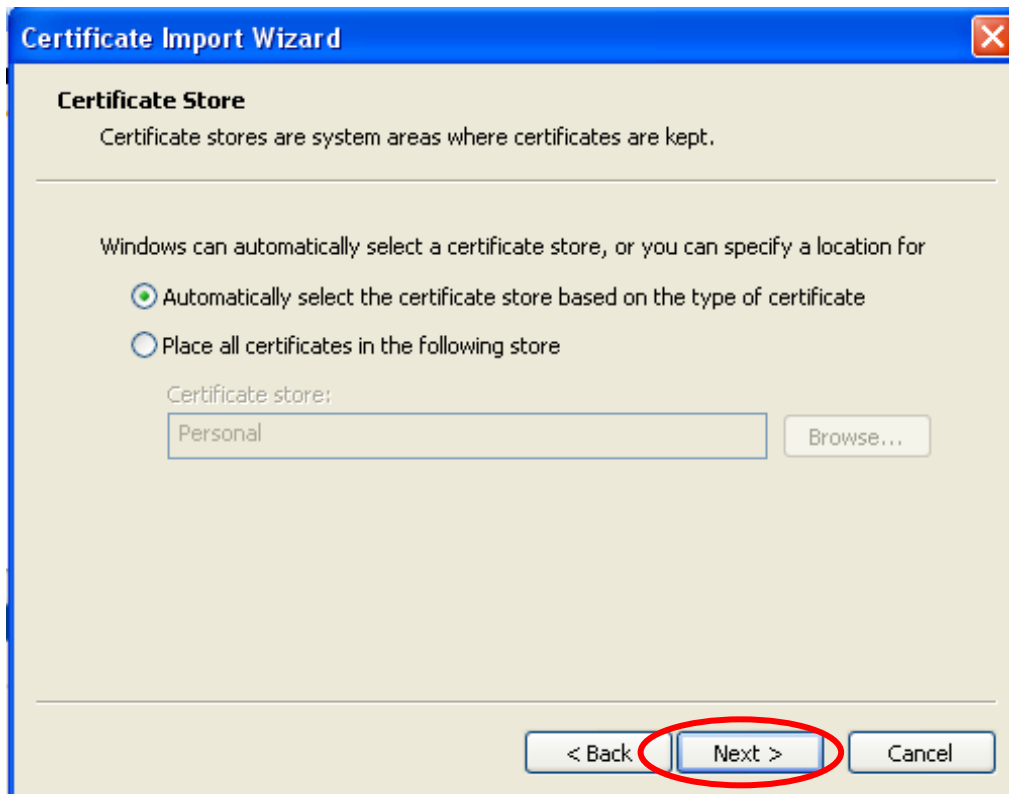


6. "Certificate Import Wizard", browse to find the software certificate file to be imported (Certificate extensions include: .PFX, .P12, .P7B, and .SST). Click "Next".



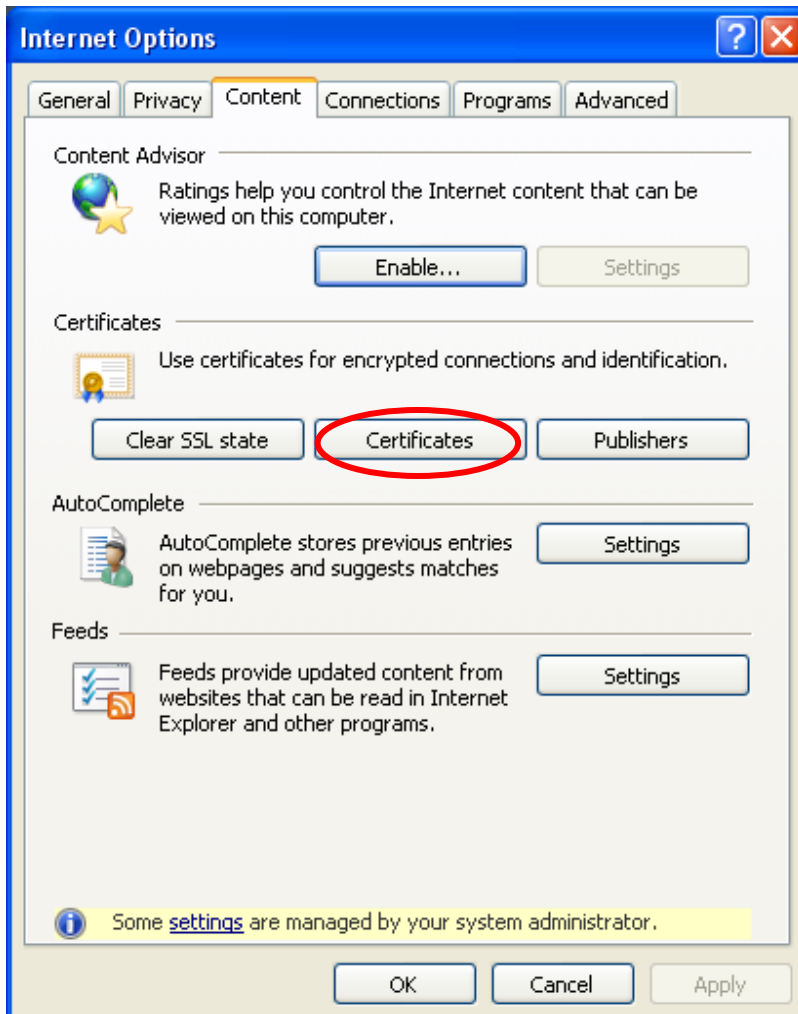
7. If the certificate is password protected, enter the password (this would have been provided upon issuance of the certificate). Click "Next".

8. The “Certificate Store” window allows the user to either designate a location to store their imported certificate, or choose the browser default location. To define a specific location, select “Place all certificates in the following store” and “Browse” to choose a specific “store”. Otherwise, select “Automatically select the certificate store based on the type of certificate”.
9. Click “Next” to display the completion window; the wizard will indicate whether the import was successful. Click “Finish” to complete the process.



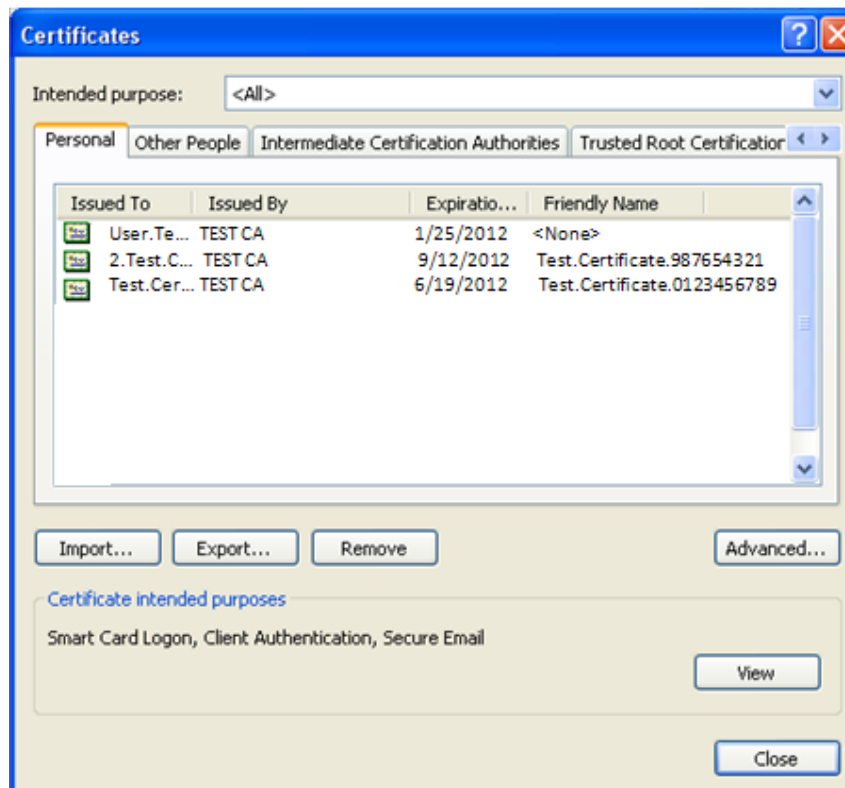
1.2.2 Viewing Certificate Details

1. Open Internet Explorer.
2. From the top menu, navigate to Tools/Internet Options/Content; the following window will display.

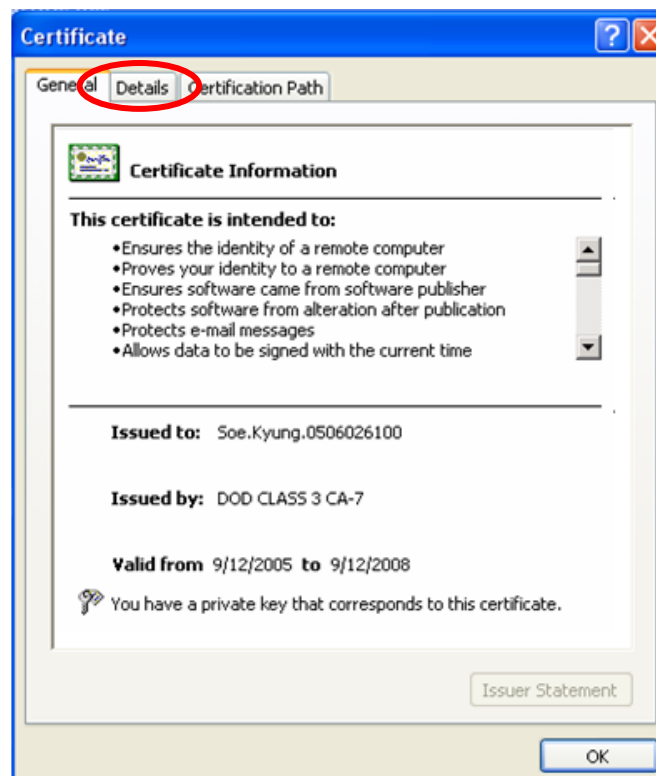


3. Click on "Certificates".

4. The “Certificates” window will appear; double-click on the certificate to be viewed.



5. The individual “Certificate” window will appear, providing certificate information. Click on the “Details” tab to view more information.

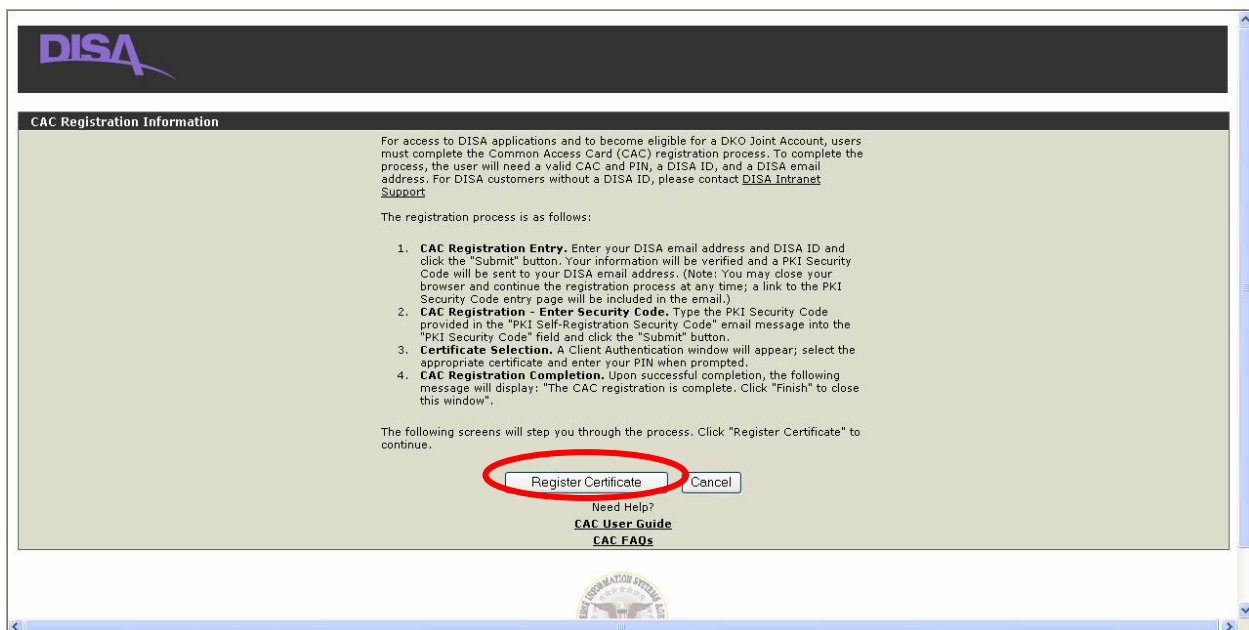


2 Firefox

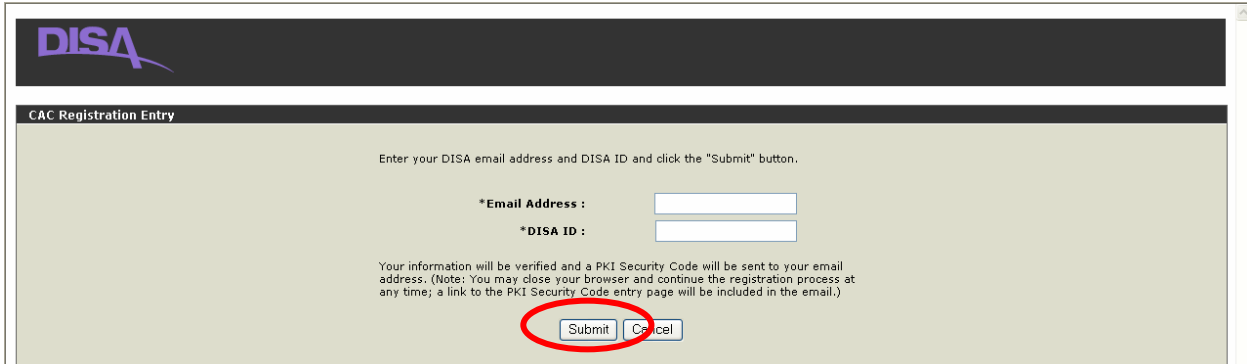
These instructions assume the user has registered their certificate through the ActivClient and the certificate is recognized by the user's web browser (e.g., Internet Explorer (IE) or Firefox); if this is not the case, please contact [DISA Intranet Support](#) or (301) 225-8800, DSN 375-8800.

2.1 CAC Registration

1. Insert the user's CAC in the reader.
2. Open Internet Explorer and access the CAC registration page (<https://reg.intranet.disa.mil/pkiregistration/>).
3. An overview of the registration process is provided. Click the "Register Certificate" button to begin registration.

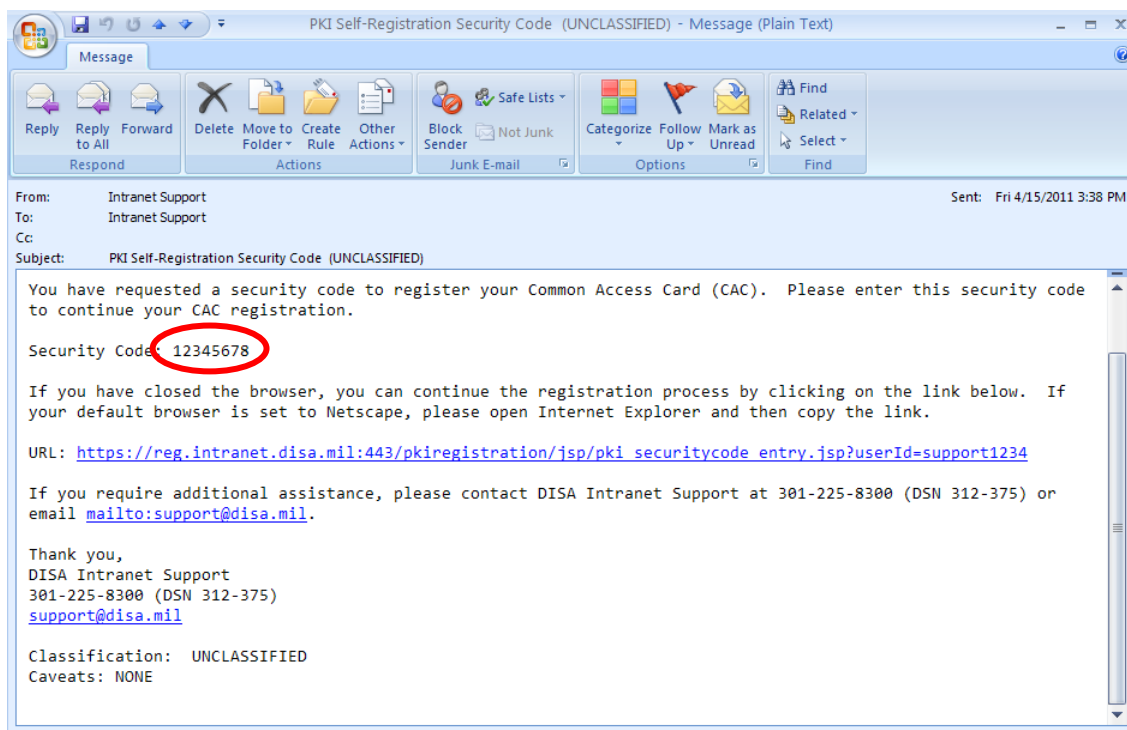


4. In the "CAC Registration Entry" window, enter the user's DISA email address and DISA ID. Click on the "Submit" button. *Note: for DISA customers who do not know their DISA ID, please contact [DISA Intranet Support](#) or (301) 225-8800, DSN 375-8800.*

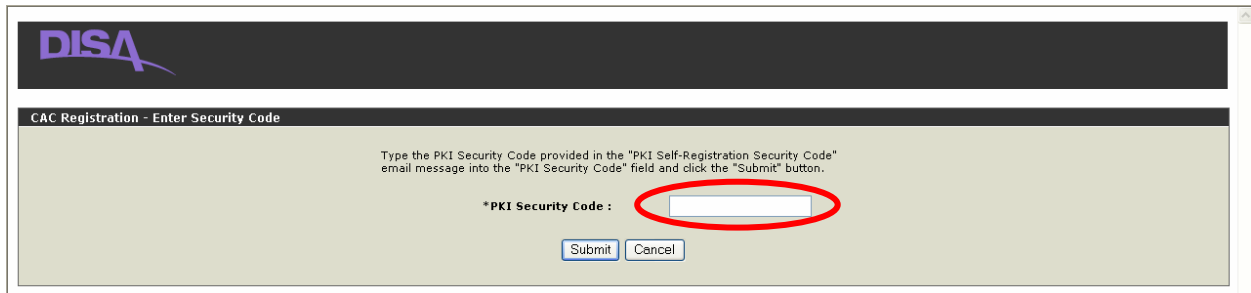


The screenshot shows a web browser window with the DISA logo at the top. Below the logo is a header bar that says "CAC Registration Entry". The main content area has a light beige background and contains the following text: "Enter your DISA email address and DISA ID and click the 'Submit' button." Below this text are two input fields: "*Email Address :" and "*DISA ID :". Below the input fields is a paragraph of text: "Your information will be verified and a PKI Security Code will be sent to your email address. (Note: You may close your browser and continue the registration process at any time; a link to the PKI Security Code entry page will be included in the email.)" At the bottom of the form are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red.

5. Once the user's email address and DISA ID are verified, an email message will be sent to the user's account with a PKI Security Code. *[Note: To complete the remainder of the registration at a later time; a link to the PKI Security Code entry page will be included in the message.]*
6. Note the PKI Security Code in the email message.

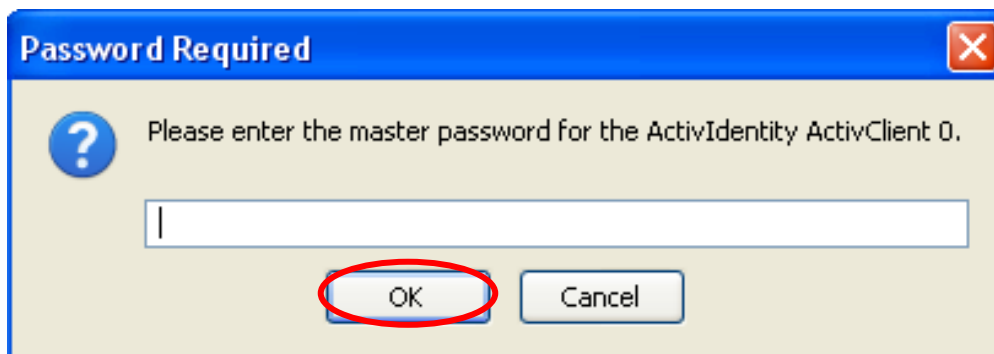


7. Enter the PKI Security Code from the email message into the “CAC Registration – Enter Security Code” window. Click the “Submit” button.



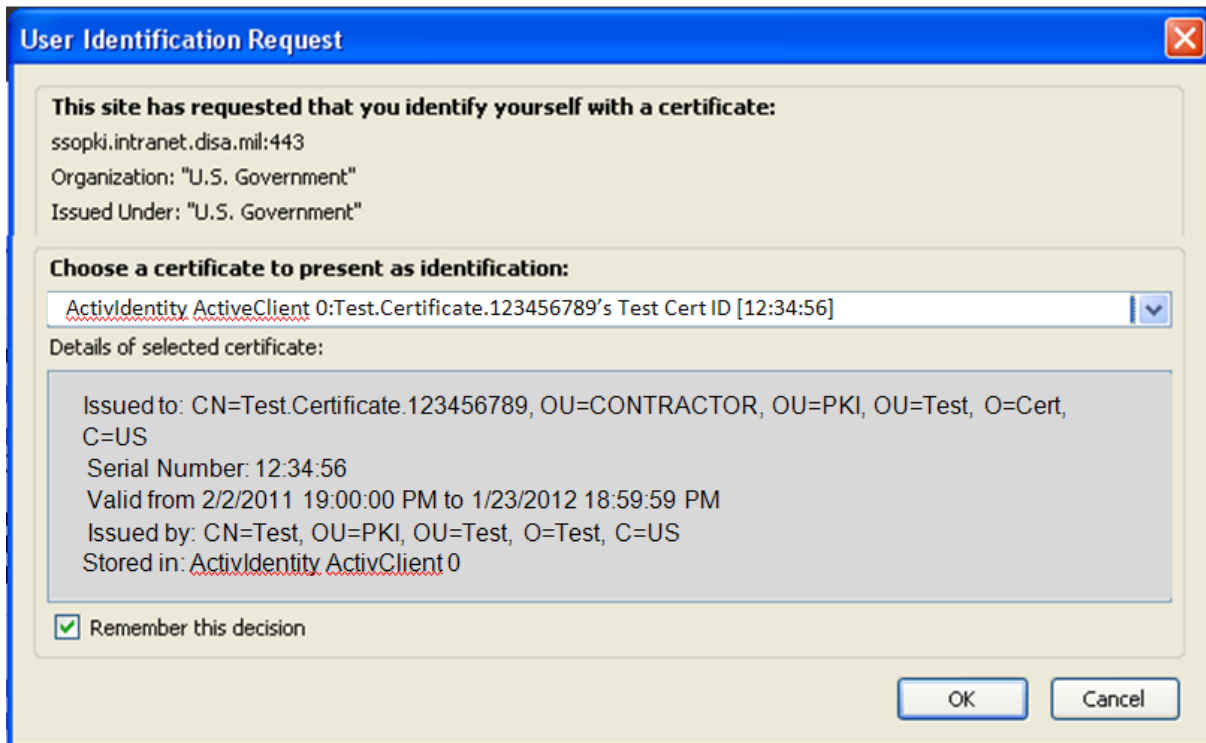
The screenshot shows a web browser window with the DISA logo in the top left. The title bar of the browser window reads "CAC Registration - Enter Security Code". The main content area has a light beige background. At the top, there is a small text block: "Type the PKI Security Code provided in the 'PKI Self-Registration Security Code' email message into the 'PKI Security Code' field and click the 'Submit' button." Below this, there is a label "*PKI Security Code :" followed by a text input field. The input field is highlighted with a red oval. Below the input field are two buttons: "Submit" and "Cancel".

8. A prompt will appear asking to “Please enter the master password for the ActivClient” (this is the CAC pin number). Enter the password and click “OK”.

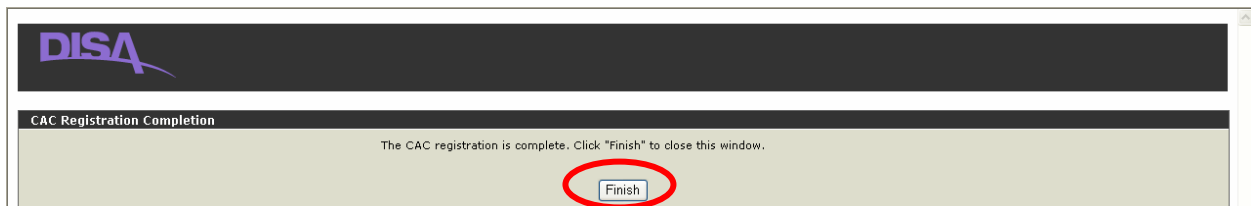


The screenshot shows a Windows-style dialog box titled "Password Required" with a red 'X' button in the top right corner. The dialog has a blue header bar. Below the header, there is a question mark icon in a blue circle, followed by the text: "Please enter the master password for the ActivIdentity ActivClient 0." Below this text is a text input field. At the bottom of the dialog are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red oval.

9. The "User Identification Request" window will appear, displaying the user's certificate. Select the certificate; click "OK". *[Note: More than one certificate may be displayed; see Section 2.2.2 for instructions on viewing certificate details.]*



10. The "CAC Registration Completion" window will appear, confirming that the user's certificate has been successfully registered. Click "Finish" to close the browser window.

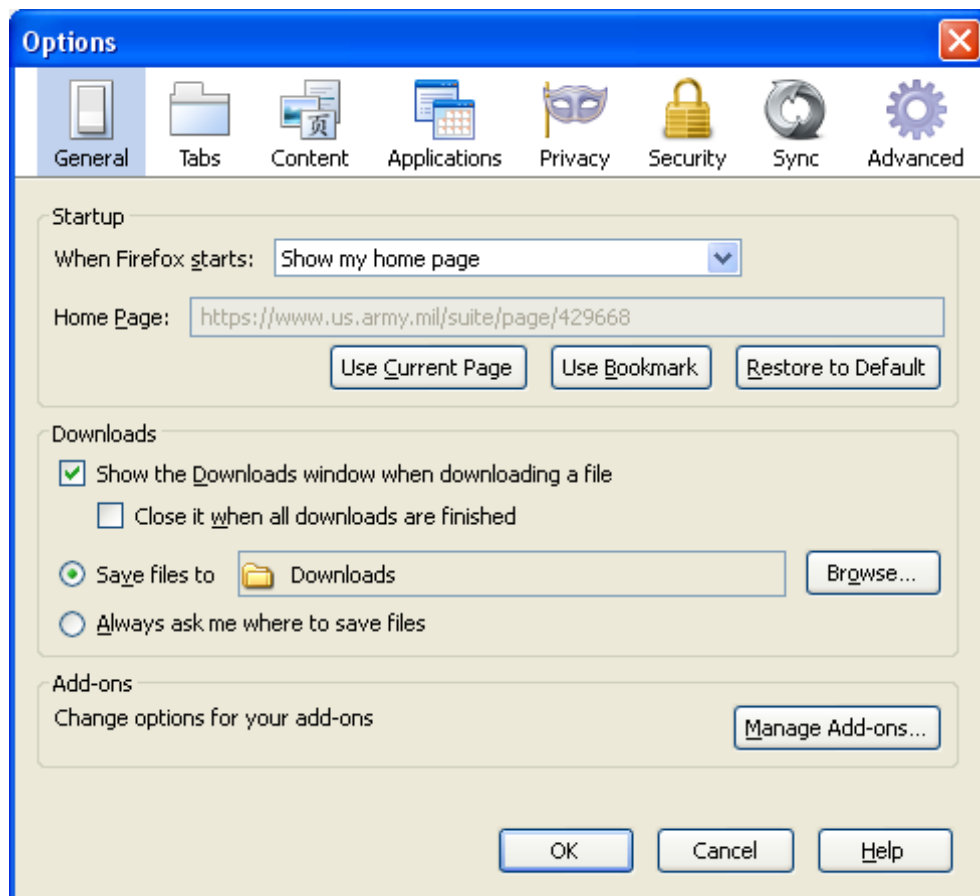


2.2 Importing Software Certificates in Firefox

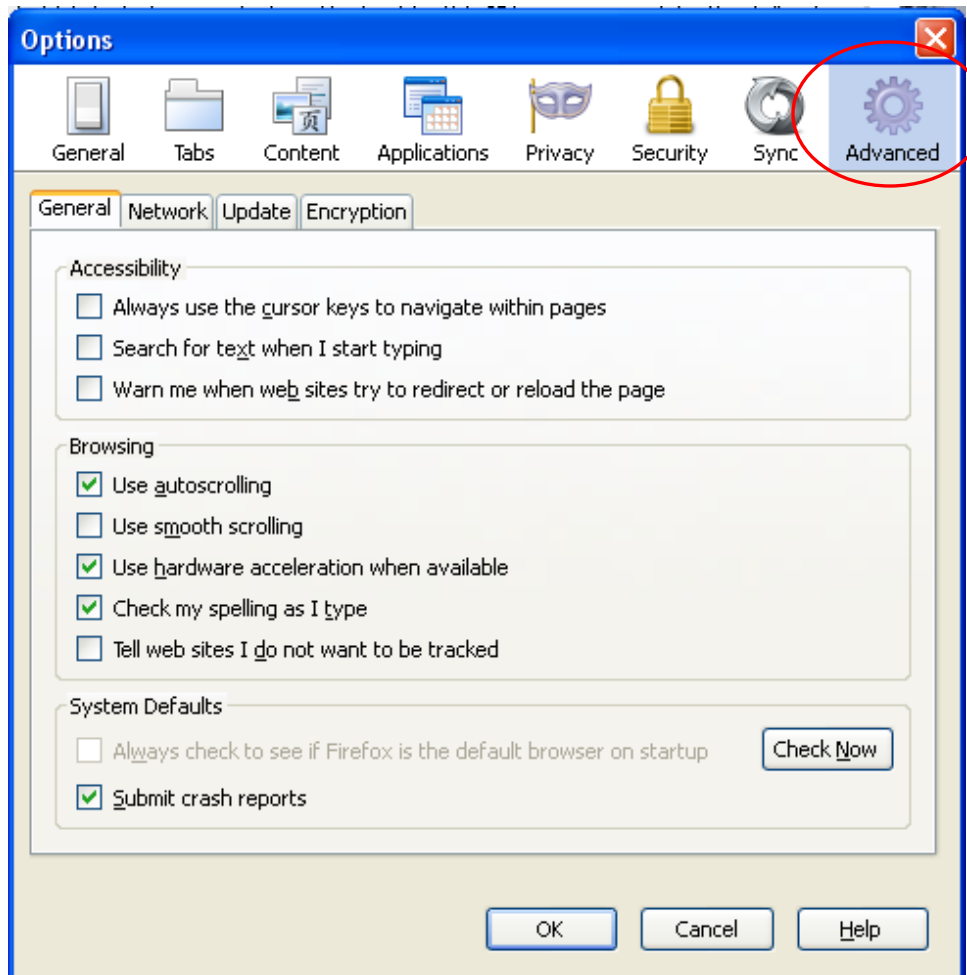
1. Select Tools > Options in the Firefox browser.



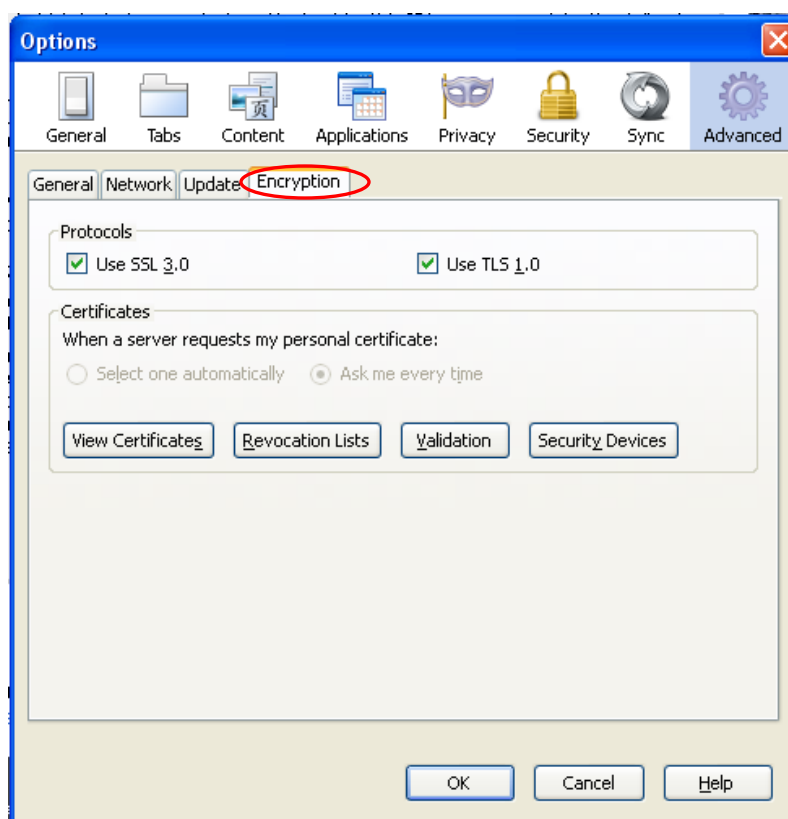
2. The Options window should be displayed.



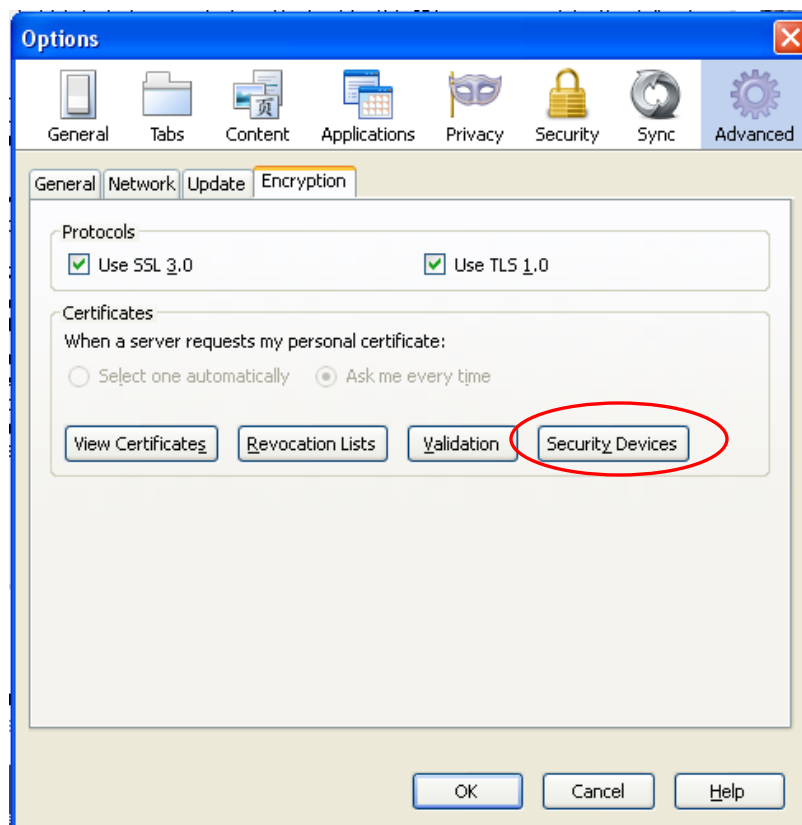
3. Select "Advanced".



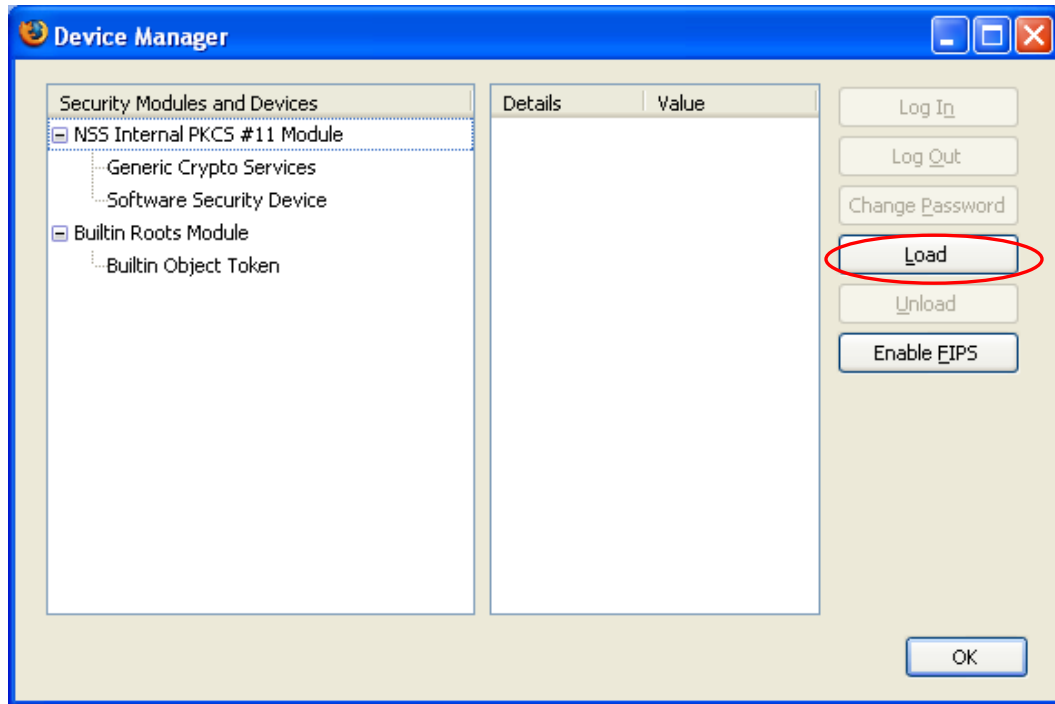
4. Click on the “Encryption” tab.



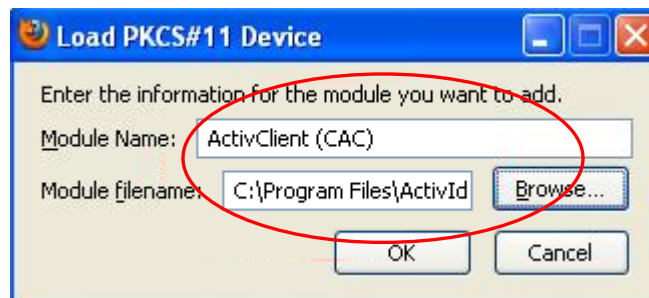
5. Click on the “Security Devices” button.



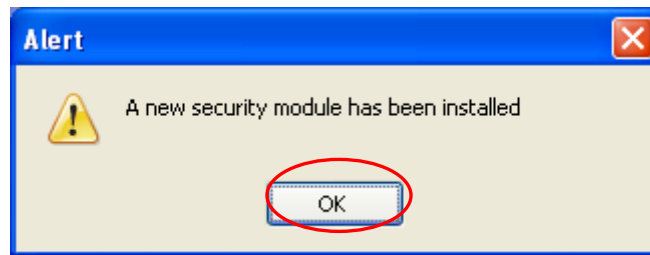
6. The “Device Manager” window should be displayed. Click on the “Load” button.



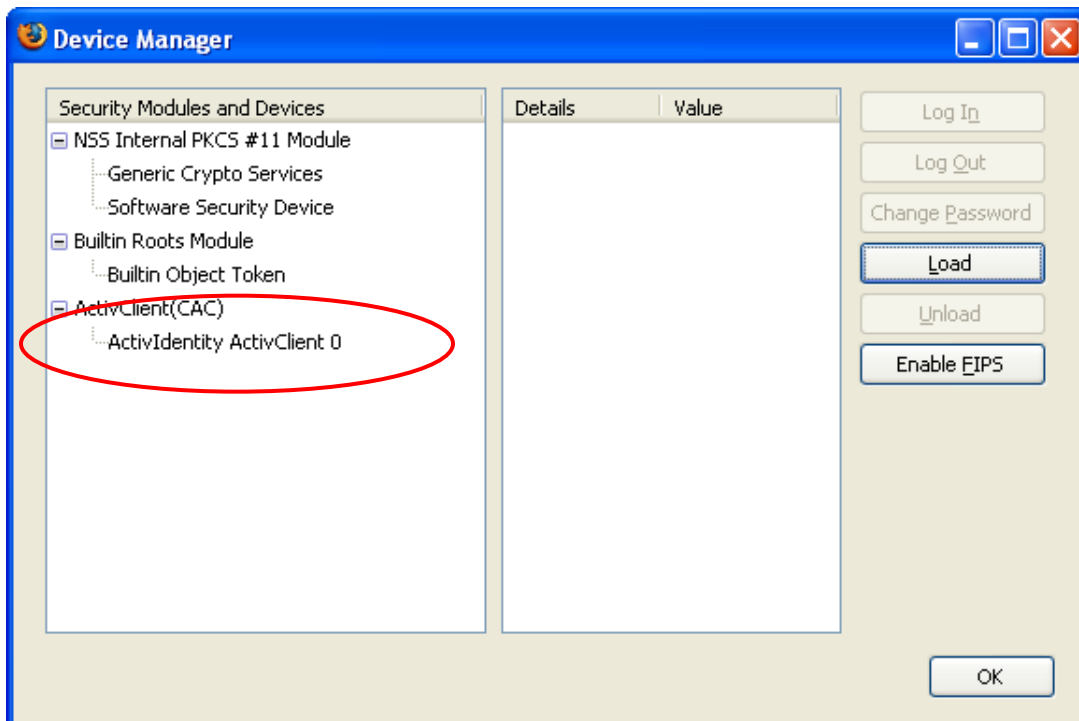
7. Enter the Module Name: ActivClient(CAC) . Enter or browse to the Module filename: C:\ProgramFiles\ActivIdentity\ActivClient\acpkcs201-en6.dll. Click the “OK” button.



8. You see a Confirm window asking you whether you want to install the security module. Click "OK".
9. You see an Alert window saying that a new security module has been installed. Click "OK".



10. The module should now appear in the Device Manager window. Click OK to close the window.



11. Click OK to close the Options window.

Registering Your CAC on DKO

These instructions assume the user has registered for a DKO Joint Account. If this is not the case, please use the DKO Account Creation Wizard on the DKO login page.

1. 1 CAC Registration

1. Insert the user's CAC in the reader.
2. Open Internet Explorer and access the DKO Login page (www.us.army.mil).
3. Login with your DKO Username and Password and click the "Login" button.

Login to AKO/DKO
Forgot Your Password?

Username
Password

☐ Low Bandwidth **Login**

CAC Login to AKO/DKO
☐ Low Bandwidth **CAC Login**

Access Your Webmail

- Webmail
- Webmail Classic
- Webmail Lite

New User?

- Register without a CAC
- Register with a CAC

If you are a DoD customer (non-Army), a CAC is required for registration (except for Individual Ready Reserve personnel, and DKO personnel who are CAC-exempt).

Help

- Reset Password
- Username Reminder
- Help Desk

Need a new password? Forgot your password? Click here to reset it.

FAQs

- How do I install the DoD Certificate?
- How do I reset my password?
- How do I register for an AKO/DKO Account?
- How do I use my CAC to login to AKO/DKO?
- Search All FAQs

Other DoD Service Portals

- Air Force Portal
- Defense Online
- MarineNet
- Navy Enterprise Portal -- Coming Soon

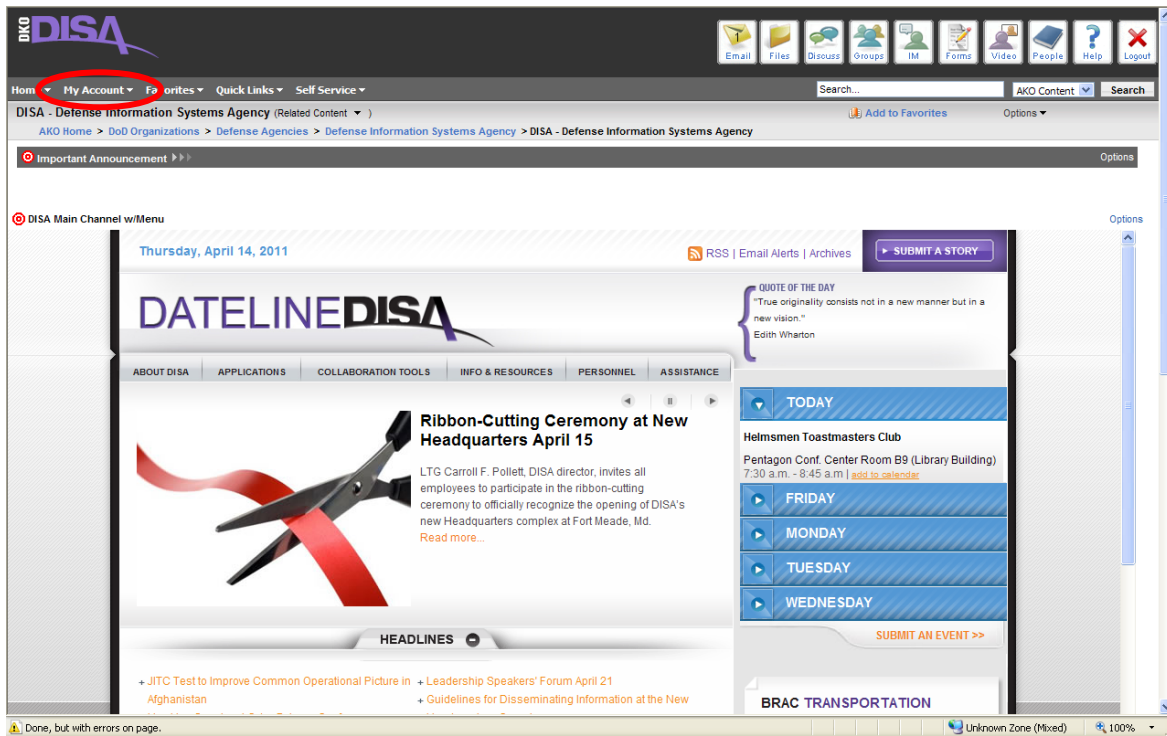
Terms of Use / Terms of Service

The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system.

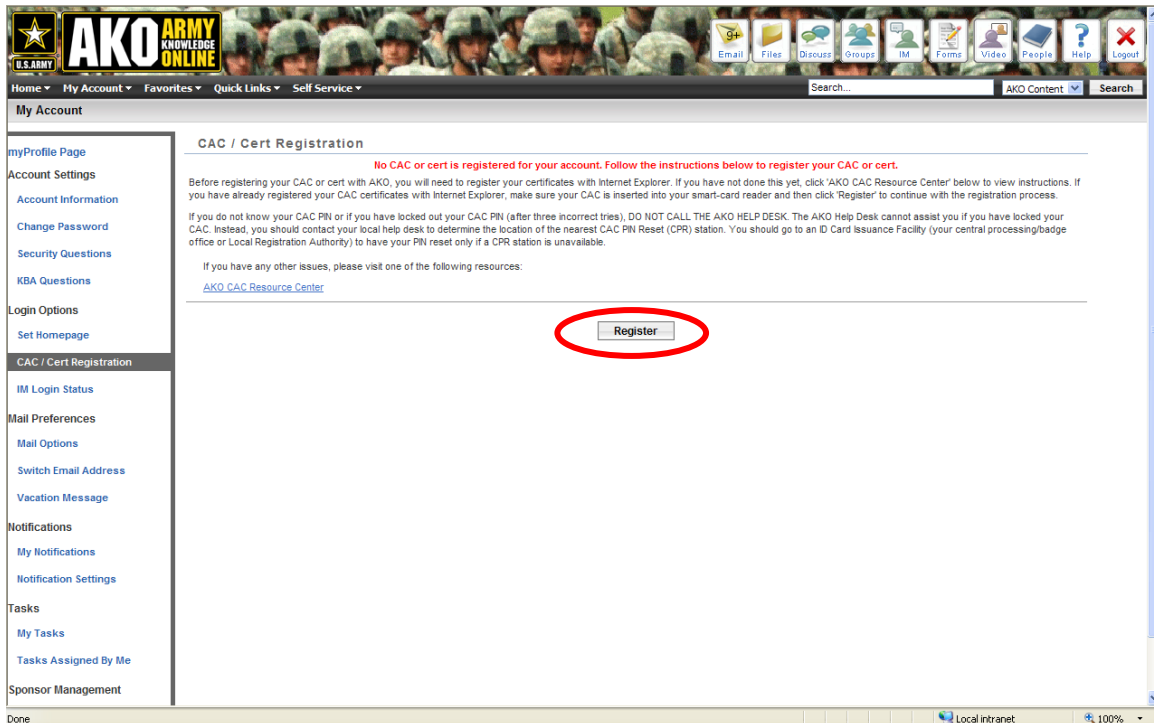
Local intranet 100%

CAC USER GUIDE

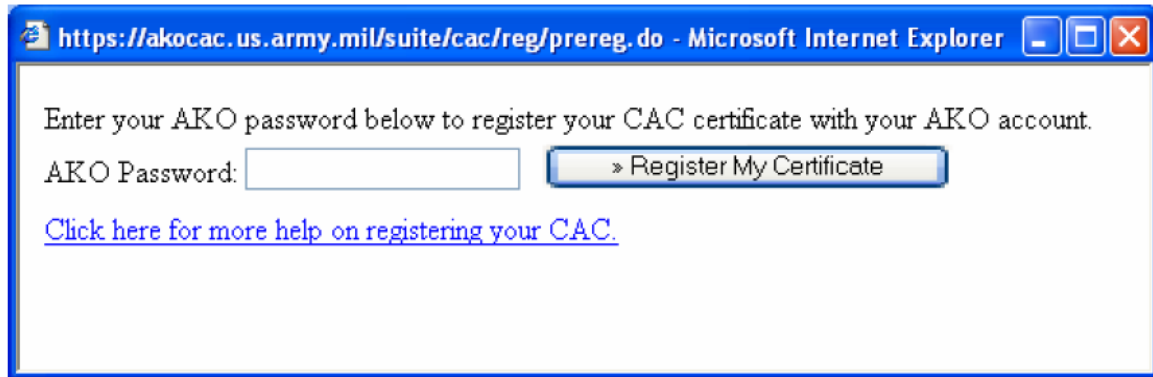
- Click on the “My Account” link in the header menu. Then select “Login Options”.



- Select the “CAC/Cert Registration” option and click the “Register” button.



6. Choose the correct digital certificate and enter your CAC PIN when prompted.
7. Enter your AKO password as requested and click the "Register My Certificate" button.



The screenshot shows a web browser window titled "https://akocac.us.army.mil/suite/cac/reg/prereg.do - Microsoft Internet Explorer". The page content includes the instruction "Enter your AKO password below to register your CAC certificate with your AKO account." followed by a text input field labeled "AKO Password:" and a button labeled "» Register My Certificate". Below the button is a blue hyperlink that reads "Click here for more help on registering your CAC."

8. A confirmation screen will appear indicating successful registration of your CAC.



The screenshot shows a web browser window titled "https://akocac.us.army.mil/suite/cac/reg/register.do;jsessionid=B388790678...". The page displays a success message in a grey box: "Success: Your certificate has been registered!". Below this, it says "Please print this screen for your records." and lists the following information: "AKO User ID: DISADKO.User", "CAC ID: User.DISA.D.1234567", and "Date: Friday April 15, 2011".